

Military Surface Deployment and Distribution Command Freight Carrier Registration Program

The word “carrier” used in these instructions refers to all Transportation Service Providers.

A. Welcome to the Military Surface Deployment and Distribution Command’s (SDDC) Freight Carrier Registration Program (FCRP). In order to transport Department of Defense Freight (DOD), carriers must comply with the requirements of the FCRP as well as requirements of Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR) and SDDC Freight Traffic Rules Publication (MFTRP). The link for MFTRP is <http://www.sddc.army.mil/sddc/Content/Pub/8188/MFTRP1C.pdf>.

Note that carriers and individuals may not conduct business with the government if they are on the Excluded Parties List (EPLS). The list is a publication of the General Services Administration that contains the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. You may access the list on the internet at <http://www.epls.gov>.

It’s recommended that before new carriers begin the approval process, they become familiar with the Defense Transportation Coordination Initiative (DTCI). The plan calls for the DOD to partner with one world-class transportation service coordinator to manage Continental United States (CONUS) distribution of freight for selected Services and DLA shipping locations. More information is available at the following link: <http://dtci.transcom.mil/>.

Prior to approval, carriers must complete the following

1. All carriers wanting to do business with DOD must have a valid Standard Carrier Alpha Code (SCAC). The (SCAC) is a unique two-to-four letter code issued through the National Motor Freight Traffic Association (NMFTA) that is used to identify transportation companies. If you do not have a SCAC, use website www.nmfta.org or contact NMFTA at 2200 Mill Road, Alexandria, VA 22314, Telephone Number: 703-838-1831. **Note: Each mode of transportation (Motor, air, barge, ocean, pipeline and rail) requires a separate SCAC and bond for filing tenders and submitting spot bid quotes.**
2. US Bank – All companies must have an agreement with US Bank and be PowerTrack certified in order to receive electronic payment for transportation services. Power Track is available on the Internet at: www.usbank.com/powertrack or by contacting US Bank PowerTrack, 1010 South Seventh St., Minneapolis, MN 55415, telephone number 800- 417-1844.

3. Complete the Carrier Registration Form <https://akita.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp> and then click the ***SUBMIT*** button. **You must be PowerTrack certified first.** Note: *A new DOD policy announced January 23, 2007 in the Federal Register requires domestic motor carriers and brokers/logistics companies engaged in motor brokerage to provide Electronic Data Interchange (EDI) data feeds to track domestic shipments. This new requirement will become mandatory on or about May 1, 2007. When filling out the registration form, we initially recommend selecting the "GFM ITV to GTN" method. See the attached [PDF File](#) for complete details on this new requirement.*

SDDC will review your registration form and send an e-mail notification of your status within three (3) working days. At this time you are responsible to obtain your performance bond as outlined below in item #4. The amount of the bond is determined on how you register and whether you're a small or large business. Refer to section B below for more information. A sample bond form is attached at the end of section B.

4. Performance Bond – Instruct your bond Surety Company to forward your bond information only to: mtfecarrierregistration@sddc.army.mil by email. The subject line of the email must contain your company name and SCAC; in the body, provide the bond number, amount and effective date; Surety Company name, agent's name; address and telephone number. **SDDC does not require the original or copy of the bond form.**

Once all requirements are met, SDDC will send an e-mail notification of your approval. In this approval you will receive instructions for obtaining an Electronic Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs including tutorials and on-line training for help with Tender Entry and Spot Bid on the Web. For questions on training, e-mail: gfm-training@sddc.army.mil.

Additionally, upon approval, contact by e-mail, (mtfenegotiations@sddc.army.mil) SDDC's Negotiations Group and request to be included on their e-mailed solicitations for volume moves and special services.

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed/disclosed to the individuals listed on the form.

B. Performance Bond:

Carriers will be required to submit a Performance Bond. The amount of the bond is based on the size of your company and the number of states you intend to serve. Large companies may select 1 state for bond amount of \$25,000; 2 to 3 states - \$50,000; 4 or more states - \$100,000.

Carriers registered with the small Business Administration (SBA), <http://pro-net.sba.gov/>, may select up to 3 states with a Performance Bond of \$25,000, up to 10 states with a Performance Bond of \$50,000 and 11 or more states for \$100,000.

Note: Movements must begin and end in one of the selected states.

Carriers that have conducted business in their own name with DOD for 3 years or more will be required to submit a Performance Bond in the amount of 2.5% of their total DOD revenue for the previous 12 months, not to exceed \$100,000 and not less than \$25,000.

Bulk fuel carriers are required to submit a \$25,000 Performance Bond.

The bond amount is set at \$100,000 for Surface Freight Forwarders, Shipper Agents, Brokers, and Air Freight Forwarders due to the volume of traffic handled by these modes.

Local drayage, commercial zone, barge, rail, sealift and pipeline carriers are exempt from the bond requirements.

The Performance Bond secures performance and fulfillment of carrier obligations to deliver DOD freight. It will cover any instance where a carrier cannot or will not deliver DOD freight tendered to them. This includes default, abandoned shipments, and bankruptcy by the carrier. The bond will not be utilized for operational problems such as late pickup or delivery, excessive transit times, refusals, no shows, improper/inadequate equipment or claims for lost or damaged cargo.

A listing of approved Surety companies can be found at <http://www.fms.treas.gov/c570/index.html>. Under “quick links” select “Treasure Listing of Approved Sureties”.

Note: Trust funds are not accepted in lieu of the bond.

A bond form is attached below. To see and print the bond form without distortion, select ‘PDF’ or ‘word’ from printable formats at the top of page.

C. Operating Authority:

Carrier agrees to maintain valid operating certificates for its scope of operations. USDOT# is a mandatory field on the registration form. Your company's SCAC will automatically populate your DOT/MC number. If you are not operating as a motor carrier you will be responsible to fill in your operating identification number. The below websites will assist:

Motor - www.safersys.org

Pipeline - <http://ops.dot.gov/index.htm>

Barge - www.fmc.gov

Air - <http://nasdac.faa.gov/main.htm>

Rail - <http://safetydata.fra.dot.gov/officeofsafety/>

D. Inspections:

Carrier agrees to permit unannounced safety and security inspections of its facilities, terminals, employees, and operational procedures by DOD civilian, military personnel, or DOD contract employees. Carrier further agrees to have visitor control procedures in place to verify individuals requesting access to or requesting information of DOD shipments. Verifications can be made by contacting SDDC's Customer Service Hotline at 800-526-1465. Carrier agrees not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of any protected commodities tendered to them.

E. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives:

Carriers who wish to transport materials designated by DOD as protected or sensitive which require a TPS must be in an approved status of not less than twelve consecutive months and have satisfactory performance. Additionally, a "satisfactory" safety rating must be on file and maintained with the Federal Highway Administration, Department of Transportation, and/or the appropriate state agency or commission in the case of intrastate transportation. Safety ratings that are "unsatisfactory", "conditional", "insufficient information" or "not rated" will not be accepted. Note that Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring a TPS.

F. Trading Partner Agreement:

Following approval by SDDC, a Trading Partner Agreement (TPA) should be signed in order to send or receive electronic data interchange (EDI) transactions with any DOD system. A copy of the TPA can be obtained from: <http://www.sddc.army.mil> . Click on Freight Cargo, then New Visitor, then Carrier Qualification and then Trading Partner Guide. For assistance, please call 703- 428-2933.

G. Contacts:

We appreciate your interest in providing freight transportation services to the DOD and if we can be of further assistance call 757- 878-8702 or 757- 878-8742.

PERFORMANCE BOND

Form Approved
OMB No. 0702-0088

1. BOND NUMBER

2. DATE BOND EXECUTED (MM/DD/YY)

3. PRINCIPAL (Legal Name, SCAC and Address)

4. TYPE OF ORGANIZATION

5. STATE OF INCORPORATION

6. SURETY(IES) (Name and Address)

7. SUM OF BOND

8. EFFECTIVE DATE (MM/DD/YY) (12:01 a.m. EST & continuing until canceled)

DEPARTMENT OR AGENCY REPRESENTING THE GOVERNMENT:

**Surface Deployment and Distribution Command (SDDC), Domestic Carrier Services Branch
661 Sheppard Place, Fort Eustis, VA 23604-1644**

Know all men by these presents, that we, the Principal and Surety(ies) hereto, are firmly bound to the United States of America (hereinafter called the Government) in the above sum for the repayment of which we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

The condition of this obligation is such, that whereas the Principal contemplates entering into Government Bill of Lading contracts, from time to time during the effective period of this Bond, with the Government, represented by the department or agencies shown above for furnishing supplies or services to the Government, and desires that all such contracts be covered by one bond, instead of by a separate Performance Bond for each contract.

Now, therefore, if the Principal shall perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all such contracts so entered into during the original term thereof and any extensions that may be granted by the Government, with or without notice to the Surety(ies) and during the life of any guaranty required under the conditions, and agreements of any and all duly authorized modifications of such contracts, that may hereafter be made, notice of which modifications of to the Surety(ies) being waived, then the above obligation shall be void and of no effect.

This Performance Bond serves to protect the Government against potential financial damage and interference with SDDC's mission to effect delivery of shipments. By this Performance Bond, the Surety underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete the delivery of a shipment, and SDDC deems it necessary to procure transportation services from an alternate carrier. The Government shall be the sole beneficiary of this Bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy, or an involuntary bankruptcy. This bond will be continuous and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to SDDC sent by e-mail to mtfecarrierregistration@sddc.amy.mil representing the Government. Termination under this provision shall not effect, or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination.

NOTE 1: The word "contracts" as used herein means agreements for transportation and service as provided in applicable Government Bills of Lading, and associated tenders of service, rate tenders and tariffs.

NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contracts as defined above.

In witness hereof, the Principal and Surety(ies) have executed this Performance Bond and have affixed their seals on the date set forth above.

Do not send this form or copies to SDDC.

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A. PRINCIPAL		B. CORPORATE SEAL
(1) Signature	(2) Typed Name and Title	
C. SURETY		D. CORPORATE SEAL
(1) Signature	(2) Typed Name and Title	

INSTRUCTIONS FOR COMPLETING PERFORMANCE BOND

1. Enter the Performance Bond number.
2. Enter the date on which the Performance Bond is executed.
3. Enter the full legal name, Standard Carrier Alpha Code (SCAC), and business address of the Principal.
4. Enter the type of organization (individual, partnership, joint venture, or corporation).
5. Enter the state in which the Principal is legally incorporated.
6. Enter the legal name and business address of the Surety(ies). The Bond shall be executed by a Surety identified in the most current Fiscal Service, Treasury Department Circular No. 570, and shall be acting within the limitations set forth therein.
7. The sum of the Bond shall be no more than \$100,000. Enter figures only as shown in the following example:

Thousand(s)	Hundred(s)	Cent(s)
100,	000.	.00
8. The bond will be continuous until canceled. Enter the beginning date of the Bond.
9.
 - a. The Bond shall be signed by the executive carrier official, and the person's name and title shall be typed.
 - b. The Principal's corporate seal shall be affixed.
 - c. The original signature(s), typed name and title of the person representing the Surety shall be provided.
 - d. The corporate seal of the Surety shall be affixed.

